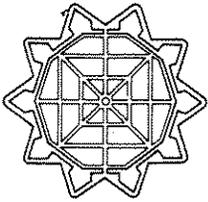


cc: BOS

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**Massachusetts
Municipal
Association**

Sixty Temple Place (800) 882-1498
Boston, Massachusetts 02111 (617) 426-7272 FAX (617) 695-7272

*Dore - Do you plan to attend
this year? If not, do you
wish to designate me?
December 7, 2004*



Dear Local Official,

The Massachusetts Municipal Association Annual Business Meeting takes place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:00 to 11:50 a.m., Saturday, January 8, 2005, at the Hynes Convention Center, Room 313.

The following outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be the mayor of a member city or the chairman of the Board of Selectmen in a member town.

If an official from one of these categories cannot attend, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the mayor or chairman of the Board of Selectmen.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; and (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman.

Eligible voters will receive a single vote card for the MMA Annual Business Meeting in their registration packet upon registering for the MMA Annual Meeting and Trade Show. Those officials who cannot attend the Annual Business Meeting, and who designate someone else to take their place, must send written authorization beforehand to the MMA, c/o Christine Hevelone-Byler, 60 Temple Place, Boston, MA 02111. Please remember to include your signature when filling out the enclosed form.

We hope to see you in January at our Annual Meeting!

Sincerely,

Geoffrey C. Beckwith
Executive Director

Enclosure

**Massachusetts Municipal Association
Annual Business Meeting
January 8, 2005**

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I cannot attend the MMA Annual Business Meeting on Saturday,
January 8, 2005.

Printed Name _____

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Printed Name _____

Title _____

**Please Return To:
Christine Hevelone-Byler
MMA
60 Temple Place
Boston, MA 02111**